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Career Planning & Placement Centre- April 1973 - Vol. IV No. 7

Prairie View A&M University

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THE JOB MARKET

College Placement Council reports job-hunting will be easier for 1973 college graduates than it was for the 1972 crop. The Council surveyed 672 employers relative to their hiring plans.

Engineers with bachelor's degree will be most in demand; liberal arts majors the least.

SOCIAL SECURITY ADMINISTRATION PROMOTES A P.VITE

Mrs. Sallie Watkins Harbert, a graduate of Prairie View class of '71 has recently received a promotion to Social Insurance Claims Examiner in the Social Security Administration, Kansas City, Missouri.

Mrs. Harbert started her appointment with Social Security Administration in 1971, shortly after graduation, as a Claims Adjuster.

Our congratulations are extended to this P.Vite for an obviously "job well done".

P.V. GRADUATES TEACH IN JASPER, TX.

The Principal of Jasper Junior High School, Jasper, Texas, has announced the hiring of the following recent graduates of Prairie View A&M College:

Miss Sharon Tolson — Elementary Education major from Beaumont;

Miss Margie Waltz — Home Economics major from Jasper;

Miss Alma Hammons — Elementary Education major from Jasper.

RAYTHEON INVITES A MATH MAJOR

Miss Belinda Foreman, a prospective graduate of the Class of '73, has received an invitation from Raytheon Company (Bedford, Massachusetts Laboratories) for a second interview at the site in Bedford.

Miss Foreman, whose major is mathematics, lists as her first preference of work desired, as that of a Computer Programmer; she has no work location restrictions. On campus, she is a member of Pi Mu Epsilon Honor Society and the Newman Association. A native of Port Arthur, Texas, she is minoring in French.

Raytheon interviewed on campus for the first time this year — where Miss Foreman had the first interview with a Raytheon Representative in the Placement Center.

WHAT DO RECRUITERS REALLY LOOK FOR IN CANDIDATES?

Respondents from 70 mid-western firms were asked to rate these characteristics according to the importance they attached to each, in the initial interviewing effort.

These ratings may be helpful to you as you prepare for interviews.

Ratings:

- (5) = very important
- (4) = important
- (3) = average importance
- (2) = relatively unimportant
- (1) = not important

RANK

CHARACTERISTIC

1	Grade point average (GPA)
2	Personal appearance
3	Extracurricular activities
4	Work experience
5	Geographic location preference
6	Ability to state how recruit can benefit organization
7	Honors received
8	Percent of college expenses earned
9	Military Service
10	Draft status
11	Marital status

POSITION ANNOUNCEMENT

Position: Accounting. The faculty member must be able to teach most of the accounting courses offered at both the bachelor's and master's level.

Qualifications: An earned doctorate is preferred, candidates at the dissertation stage will be given full consideration. Research and teaching experience are desirable; experience in conjunction with a graduate assistantship or a part time instructor appointment is acceptable.

Rank And Salary: Open, commensurate with education, experience and ability.

Date of Appointment: Fall semester 1973.

Contact: Dr. J. F. Messer, Head
Department of Accounting
University of Wyoming
Laramie, Wyoming 82070

MOBIL OIL'S SOPHOMORE CONTEST WINNER FROM PRAIRIE VIEW A&M COLLEGE

The winner of Mobil Oil Corporations Sophomore Contest "A Week in the Business World" is Miss Renita M. Harvey.

Miss Harvey, a Chemistry Major, was one of (5) five sophomores from Prairie View who participated in the contest.

This is the sixth year for this program and Prairie View is one of 24 colleges and universities participating. It is designed to give Black students exposure to the business world by giving them a week's experience in Mobil's New York Headquarters with travel, lodging and related expenses paid for by the corporation.

Following is Miss Harvey's essay, partial requirement for participating in the contest:

A week in the business world would interest me because I am concerned about observing the "behind-the-scenes" spectrum of the one thing which comprises a greater fraction of the backbone of the American economy — business. Mostly everyone in the world today takes part, maybe in a small way, in contributing to and participating in some form of business.

The majority of the businesses in which we take part, in our daily activities, are like branches extending from a huge and very stable tree. I am most interested in observing the "tree's care", and the basis from which these "branches" originate and extend — in order to gain a better and more distinct viewpoint of the real business world in action.

I would also appreciate and enjoy talking with various Mobile personnel — basically about their past experiences incurred while working with Mobil, and what persuaded them to work for Mobil, — etc.

Being a Chemistry Major myself, in college, I am interested in taking my place in the business world. There are a great many decisions that I will be forced to make and I would like to have the comforting thought knowing that I had made adequate investigations, in order to make good decisions concerning my career future.

Since Mobil is concerned enough to offer this worthy program to the Black College student, I am concerned and interested enough to want to take part in it. If I am chosen to attend the sessions, I hope to conceive a better idea of the business world and hope that such experiences would help me make my decisions concerning my career after college.

by
Renita Harvey

From April 15-19 Miss Harvey will be the guest of Mobil Oil Corporation in New York City learning about the Business World.

Congratulations to the winner from the Faculty & Staff of Prairie View A&M College!

SHELL OIL COMPANY PROPOSES CO-OPERATIVE ED. PROGRAM

Shell Oil Company/Houston has proposed to develop a Co-op Education Program with the Department of Business for Business Education and Secretarial Science majors to start in the fall of 1973.

Plans are now being structured with members of the Business Department and Shell's personnel representative for specific guidelines to be followed each semester. The Placement Center serves as the liaison office for the initiation of such program.

Majors of Secretarial Science and Business Education should begin thinking now about this means of "earning while learning" for the fall term. Contact Dr. Murphy or Miss Lois Parsons, of the Department of Business and Placement Center, respectively.

SOME RECOMMENDED READINGS

THE LITTLE RED SCHOOLBOOK \$1.25
by Hansen & Jensen
(available in any bookstore)

is addressed to students who want the truth about the things that matter — to parents and teachers who don't think they know all the answers.

THE SUPERVISOR IS NOT THE PROFESSOR Free
(available in the Placement Center)

a discussion of five dimensions of differences for the student as he interacted with his professors, and how these dimensions must be understood in his new relationship in industry with his supervisor.

THE ENCYCLOPEDIA OF CAREERS & VOCATIONAL GUIDANCE Free
(available in the Placement Center)
Volume I and Volume II — Planning your Career

the areas of work included in the volumes are the largest and hopefully the greatest interest to young people today.

GRADUATE AND PROFESSIONAL SCHOOL OPPORTUNITIES FOR MINORITY STUDENTS— 3rd Edition Free

a panoramic view of graduate and professional schools with pertinent comments by their administrators with brief physical facts of the programs.

THE BUSINESS WORLD— Free
The Magazine for Young People
(available in the Placement Center)

the thrust is toward the world of business whether the career leans toward public service or private enterprise.
A 1973 Placement Publications, Inc.

ALTERNATIVES TO TEACHING

INDEX OF CAREERS¹

Administrative Assistant
Airline Steward
Air Traffic Controller
Anesthesia Technologist
Architectural Technician
Audio-Visual Demonstrator
Bank Savings & Loan Examiner
Biologist
Boy Scout Worker
Broker (Real Estate, Securities)
Budget Specialist
Buyer
Cardiovascular Technician
Chamber of Commerce/Tourist & Convention Bureau Representative
Chemist
Circulation Technologist
City Planning Assistant
Claims Examiner
Clinical Associate
College Placement Officer
College Traveler
Community Health
Computer Programmer
Computer Specialist
Contract & Procurement Specialist
Copywriter
Correspondent
Customer Service Representative
Customs Inspector
Demonstration Teacher
Dental Assistant
Dental Assistant Teacher
Dental Hygienist
Dental Laboratory Technician
Doctor's Assistant
Economist
Editor (Copy, Encyclopedia, Magazine, Textbook, Trade Book)
Environmental/Ecological Worker
Foreign Service Worker
Forester
Guidance Counselor
Home Economist
Hostess
Hotel/Motel Executive
Industrial Salesman
Information Specialist
Insurance Adjuster
Insurance Agent
Insurance Underwriter
Investigator
Layout Artist
Legal Assistant
Management Analyst
Manufacturer's Salesman
Marketing Research Worker
Medical Services Assistant
Narcotics Agent
Newspaper Reporter
Occupational Therapist
Office Manager
Ophthalmic Assistant
Ophthalmic Technologist
Organizational Executive Sec.
Pathology Assistant
Peace Corps Worker
Personnel Specialist
Pharmaceutical Retailer
Photographer
Physical Therapist

Physician's Assistant or Associate
Physicist
Policeman/Policewoman
Politician
Printing Estimator
Printing Production Worker
Probation Officer
Production Assistant
Proofreader
Psychologist
Publications Assistant
Public Health Program Specialist
Quality Control Specialist
Reading Clinic Teacher
Real Estate Salesman
Recreation Therapist
Recreation Worker
Red Cross Representative
Red Cross Technical Field Rep.
Religious Education Worker
Research Assistant
Revenue Officer
Safety Engineer
Salesman
Securities Salesman
Self-Employed Businessman
Social Service Representative
Social Worker
Speech & Hearing Therapist
Statistician
Supply Specialist
Surgeon's Assistant
Teacher Abroad (Foreign Exchange, Military Dependents' School, Permanent Program)
Teacher in Business
Translator
Travel Agent
Travel Director
TV Coordinator
Writer

SAMPLE LETTER OF REFUSAL OF JOB OFFER

2210 Ogeechee Road
Savannah, Georgia 31402

Mr. George M. Smyth
Personnel Director
Georgia Steel Corporation
619 Peachtree Street, N.E.
Atlanta, Georgia 30308
Dear Mr. Smyth:

(Be sure to use complete address)

Thank you for your letter of March 1, 1972, in which you offered me a position in the Industrial Relations Department of Georgia Steel Corporation, Atlanta, Georgia.

After a great deal of consideration I regret to advise that I must decline your generous offer. In making such an important decision I tried to analyze all of the variables in hopes of arriving at the best decision. I appreciate the interest which you have shown in me and my career, and I want you to know that the genuine courtesy shown me will not be forgotten.

However, decisions must be made and I hope that mine does not cause you any inconvenience. I want to thank you for your hospitality during my visit to your plant in Atlanta and for your consideration in your offer of employment. My decision was based primarily on my desire to work in the area of salaries and wage benefits rather than in inventory control. If inventory control was my major interest, I am sure that I would find no better place to start my career than with your Company.

Thank you again for your interest and hospitality.

Very truly yours,
Melvin D. Johnson

¹Bill McKee, **New Careers for Teachers.** Chicago, Illinois: Henry Regnery Company, October 1972, page ix, x.

COMPANIES RECRUITING SCHEDULE

APRIL 2, - APRIL 30, 1973

APRIL 2, 1973

Montgomery Ward
Dallas, Texas
Disciplines: Business, Economics and Accounting.

Vick Chemical Co.
New York, N.Y.
Disciplines: Business and Marketing (Juniors only).

APRIL 3, 1973

City of Dallas
Dallas, Texas
Disciplines: Civil Engineering; All majors for Police Department.

Sperry Flight Systems
Phoenix, Arizona
Disciplines: Electrical and Mechanical Engineering.

Johnson & Johnson
Sherman, Texas
Disciplines: Business and Liberal Arts majors.

Federal Reserve Bank
Houston, Texas
Disciplines: Business (Finance, Accounting and Marketing).

APRIL 4, 1973

Department of Highways
Frankfort, Kentucky
Disciplines: Civil Engineering.

Consolidated Coal Div./CONOCO
Houston, Texas
Disciplines: Mechanical, Civil and Electrical Engineering and Industrial Technology.

Nebraska Department of Roads
Lincoln, Nebraska
Disciplines: All Engineers.

APRIL 5, 1973

Burroughs Wellcome
Houston, Texas
Disciplines: All majors for Pharmaceutical Sales Positions.

National Bank Examiners
Dallas, Texas
Disciplines: Business Administration.

APRIL 6, 1973

Delco Electronics/GE
Kokomo, Indiana

APRIL 9, 1973

Day & Zimmermann Inc.
Texarkana, Texas
Disciplines: Mechanical Engineers.

APRIL 10, 1973

Truck & Coach/GM
Pontiac, Michigan
Disciplines: Mechanical, Civil and Electrical Engineering; Business Administration, Math, Computer Science and Accounting (15 hrs. or more).

APRIL 11, 1973

U. S. Army Audit Agency
St. Louis, Missouri
Disciplines: Accounting (18 or more hours).

N. L. Industries, Inc.
New York, N.Y.
Disciplines: Mechanical Engineering.

Zerox Corporation
Rochester, N.Y.
Disciplines: Chemistry, Physics, Electrical and Mechanical Engineering, Summer Employment and students in the Master Degree Program (Juniors and Grad students).

APRIL 13, 1973

Delta Airlines
Atlanta, Georgia
Disciplines: Airline Stewardesses (all majors).

APRIL 24, 1973

U. S. Marine Corps
Houston, Texas
Disciplines: All majors.

APRIL 25, 1973

U. S. Marine Corps
Houston, Texas
Disciplines: All majors.

APRIL 26, 1973

U. S. Dept. of Ag./Forest Service
Atlanta, Georgia
Disciplines: Biology, Business Administration, Soil Science, Physical Education, Elementary Education, Counselors, Civil and Mechanical Engineering and Accounting. (PERMANENT AND SUMMER EMPLOYMENT).

Iowa State Highway Commission
Ames, Iowa
Disciplines: Civil Engineering.

APRIL 27, 1973

U. S. Dept. of Ag./Forest Service
Atlanta, Georgia
Disciplines: Biology, Business Administration, Soil Science, Physical Education, Counselors, Civil and Mechanical Engineering and Accounting. (PERMANENT AND SUMMER EMPLOYMENT.)
Federal Highway Administration
Austin, Texas
Disciplines: Civil and Architectural Engineering.

SCHOOLS RECRUITING SCHEDULE

APRIL 10, 1973

Lamar Consolidated I.S.D.
Rosenberg, Texas

La Marque Independent School District
La Marque, Texas

APRIL 11, 1973

Goose Creek Consolidated ISD
Baytown, Texas

APRIL 25, 1973

Montgomery County Public Schools
Rockville, Maryland

APRIL 26, 1973

Edna Independent School District
Edna, Texas

*Note: School System recruiting will continue in the Placement Center—Starting June 11, 1973 and throughout the Summer.

GRADUATE URBAN STUDIES FELLOWSHIP PROGRAM—1973-74

One year graduate fellowships are granted in various urban and community development fields to students who are preparing for careers in public service.

Examples of acceptable fields of study are: urban and regional planning, urban affairs, urban sociology, urban economics, urban transportation, urban law, housing & urban renewal, community development and public administration.

For further details contact the Career Planning and Placement Center—Room 116 Memorial Student Union.